



## PLANNING & DEVELOPMENT DEPARTMENT

### TEMPORARY SIGN PERMIT SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, includes the proposed dates, type and quantity of balloons, inflated devices, searchlights, pennants, portable signs, streamers and other similar devices.

**FEES:** \$100

**ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.**

**SITE PLAN:** (2 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> VICINITY MAP   |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS            | <input type="checkbox"/> NORTH ARROW    |
| <input type="checkbox"/> STREET NAMES              | <input type="checkbox"/> SCALE                      | <input type="checkbox"/> INGRESS/EGRESS |
| <input type="checkbox"/> PARKING SPACES            | <input type="checkbox"/> LOCATION OF SIGNS          |   |

**SIGN ELEVATIONS:** (2 folded) Draw and make legible all proposed temporary signs on site. **Photographs may be submitted in lieu of detailed drawings.** Building Elevations must include:

- |   |  |
|---|--|
| <input type="checkbox"/> SIGN MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> SIGN DIMENSIONS/SCALE |
|---|--|